



Oakswood College

Empowering Through Education



Student Attendance & Engagement

Policy

PROMOTING EXCELLENCE • ENSURING COMPLIANCE
SUPPORTING OUR COMMUNITY



GOVERNANCE



QUALITY



COMPLIANCE



EXCELLENCE



Oakswood College

Empowering Through Education
(Trading name of Oakswood Group Ltd)

Student Attendance and Engagement Policy

Document Control & Version History

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Document Title	Student Attendance and Engagement Policy
	(where applicable); Equality Act 2010; UK GDPR and Data Protection Act 2018

IMPORTANT NOTICE — SCOPE LIMITATION OF THIS POLICY (BNU Exclusion Notice)

This policy does not apply to students enrolled on a Buckinghamshire New University (BNU)-validated programme of study with Oakwood College. Students on BNU-validated programmes are subject to BNU's own attendance, engagement, and related policies and procedures. Please refer to the [BNU Policies and Strategies page](#) for the applicable documents. Any queries regarding BNU programmes should be directed to the Head of Academic Affairs.

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1. Policy Statement

- 1.1. Oakwood College is committed to supporting all students to engage fully with their studies and to maintain attendance across all scheduled learning activities. This commitment aligns with the Office for Students' (OfS) expectations for quality, access, and student success. The policy ensures equitable, clear, and consistent approaches to attendance monitoring, engagement support, and intervention across all non-BNU programmes delivered by the College.

2. Purpose of the Policy

- 2.1. This policy aims to:
- Promote consistent student attendance and meaningful engagement to enhance academic success and well-being.
 - Ensure that regulatory obligations under OfS registration conditions are met.
 - Provide clear guidance on responsibilities, monitoring processes, support provisions, and actions in response to non-engagement or poor attendance.
 - Foster an inclusive learning environment that supports the diverse needs of Oakwood College students.
 - Facilitate early identification of students who may be at risk and ensure timely, proportionate intervention.

3. Scope

- 3.1. This policy applies to all enrolled students on non-BNU programmes at Oakwood College, irrespective of study mode (full-time, part-time, distance learning, or placement). This includes:
- Students enrolled on ATHE qualifications, and any other programmes not validated by BNU.
 - All academic programmes delivered by the College, except short courses as defined by the College from time to time, for which specific attendance requirements will be set.
- 3.2. This policy does not apply to:
- Students enrolled on BNU programmes (see the BNU Exclusion Notice at the beginning of this document).
 - Students who are registered but not enrolled with the College, including those on an approved period of interruption of studies.

4. Principles

- 4.1. Attendance and engagement are essential components of academic success and progression. Student attendance and engagement data will be monitored, recorded accurately, and reported in compliance with OfS requirements.
- 4.2. Students have a responsibility to attend and engage proactively and to communicate any difficulties promptly.
- 4.3. Staff have an active role in encouraging attendance and identifying students who require support.
- 4.4. The College recognises diverse student circumstances; monitoring processes will take into account proportionality, wellbeing, and reasonable adjustments.
- 4.5. Where student attendance and/or engagement falls below expectations, timely support and interventions will be offered. Students may, as deemed reasonable and necessary by the College, be referred into any stage of the Support Through Studies procedures.
- 4.6. Persistent non-attendance without valid reason may lead to withdrawal from the programme.

5. Responsibilities

5.1. Students must:

- Abide by the attendance expectations set out in this policy and their programme requirements.
- Communicate absences through the designated channels in a timely manner.
- Engage satisfactorily with academic and pastoral support when offered.

5.2. Academic Staff must:

- Promote attendance and engagement as an integral part of their teaching and pastoral function.
- Notify the Head of Student Services or Head of Academic Affairs of any concerns regarding a student's attendance or engagement.
- Support students experiencing difficulties and encourage early engagement with available support.
- Maintain accurate and up-to-date attendance records for all sessions they deliver.

5.3. The Head of Academic Affairs must:

- Ensure the effective implementation of this policy across all non-BNU programmes.
- Review attendance and engagement trends and escalate concerns to Senior Leadership as appropriate.

- Lead on policy review and update in consultation with staff and student representatives.

5.4. The Head of Student Services must:

- Coordinate pastoral and welfare support for students experiencing attendance or engagement difficulties.
- Escalate concerns to the Head of Academic Affairs or Senior Leadership where appropriate.

6. Roles

6.1. Head of Admissions and Registry:

- Oversees attendance monitoring systems and ensure records are accurate and maintained.
- Supports compliance reporting as required by OfS and other regulatory bodies.

6.2. Head of Academic Affairs:

- Holds overall responsibility for the implementation of this policy.
- Acts as the escalation point for complex or persistent cases of non-engagement.
- Ensures Support Through Studies procedures are normally instigated where students may be, or be in danger of, failing to meet attendance and engagement requirements, determining the appropriate Support Through Studies procedural Stage.

6.3. Senior Management Team:

- Ensures this policy is implemented, reviewed, and updated appropriately.
- Ensures relevant student protections and the College's Business Continuity and Significant Incident Management Plan are implemented in the event of any incident affecting an individual student or group of students' ability to attend and/or engage in the normal way.
- Ensures student consultation is carried out as part of any policy review.
- Allocates resources necessary to support effective attendance monitoring and student engagement.
- Ensures students are appropriately informed about their rights to apply for extenuating circumstances where applicable, and to raise concerns, complaints and appeals as relevant.
- Takes governance and strategic decisions relevant to this policy, including reporting to the Board of Governors.

7. Attendance and Engagement Monitoring

- 7.1. Attendance will be recorded via electronic or manual systems at all scheduled sessions.
- 7.2. Engagement includes active participation in essential activities such as assessments, tutorials, and key programme milestones. Engagement may be in person and/or online as dictated by the College.
- 7.3. Monitoring will utilise multiple data sources, including sign-in registers, online activity records, and assessment submission records, to capture attendance and engagement comprehensively.
- 7.4. Regular review of attendance and engagement data will identify students at risk, with early intervention as a key mechanism for identifying and supporting students appropriately.
- 7.5. The College will set minimum attendance thresholds and communicate these clearly to students at enrolment and induction. Any variation from these thresholds must be approved by the Head of Academic Affairs.

8. Support and Intervention

- 8.1. Early identification of non-engagement will trigger proactive contact with the student and the development of a support plan where appropriate, in accordance with the Support Through Studies policy and procedures (either informally or formally, according to the student's circumstances and needs).
- 8.2. Support available to students, which will be joined up under Support Through Studies, includes academic guidance, wellbeing services provided through the Head of Student Services, and flexibility in scheduling where reasonable and proportionate.
- 8.3. Students will be informed clearly of the consequences of poor attendance or engagement, including the potential for withdrawal from their programme and related fee/financial liability, via:
 - Student Induction
 - Student Handbook
 - Personal Tutor/individual support meetings if applicable
 - Support Through Studies meetings if applicable
- 8.4. Where a student's attendance or engagement difficulties are linked to welfare, health, or personal circumstances, they will be referred to the Support Through Studies procedure.
- 8.5. Decisions regarding intervention will be proportionate, taking into account the student's individual circumstances, any disclosed disability or health condition, and relevant equality considerations.

9. Students Involved in Other Institutional Processes

The approach set out below is consistent with practices outlined in Oakswood College's related policies, ensuring fair, transparent handling that respects the complexity of concurrent processes while securing the relevant regulatory and statutory compliance.

9.1. Integration with Misconduct and Other Institutional Procedures

The College recognises that some students may be subject to other institutional processes that coincide with attendance and engagement monitoring concerns and/or interventions, including but not limited to academic/non-academic misconduct investigations and proceedings, Support Through Studies formal processes, and/or Prevent/Safeguarding concerns.

Staff should refer to this section of this Policy to ensure clarity about which procedures should take precedence in the event of overlap, so that confusion is avoided, cases are managed rigorously, and students are appropriately informed and understand their situation, including rights of appeal and complaint and when these apply.

9.2. Precedence and Coordination

- Where attendance or engagement issues arise during or alongside non-academic misconduct or other formal procedures, the College will ensure clear coordination between relevant case handlers to avoid duplication or conflicting actions.
- Procedures related to misconduct or safeguarding investigations will generally take precedence in terms of immediate action or restrictions affecting the student, especially where there are risks to safety or the integrity of ongoing investigations.
- Attendance and engagement interventions may be temporarily paused or adjusted while misconduct or other formal investigations are underway, but will resume promptly once resolved, with outcomes communicated to the relevant teams.

9.3. Impact on Attendance and Engagement Decisions

- Decisions regarding student attendance status, continuation of studies, or withdrawal will take findings from other institutional processes into consideration when determining what action should be taken.
- A student under disciplinary sanction or suspension may have attendance monitoring adjusted to reflect the duration of the sanction.
- Persistent non-engagement linked to unresolved misconduct or other concerns may lead to coordinated escalation under both this policy and the relevant misconduct procedures.

9.4. Communication and Support

- Students will be informed about how concurrent processes may affect their attendance and engagement expectations.

- Wherever possible, a holistic support approach, generally managed under the Support Through Studies Policy, will be adopted to address the student's welfare, academic progress, and compliance with institutional policies.
- Relevant teams, including academic staff, the Head of Admissions and Registry, the Head of Student Services, and the Head of Academic Affairs, will collaborate to ensure timely information sharing within data protection limits and procedural fairness.

9.5. Non-Academic Misconduct Impact

- Non-academic misconduct, including behaviour impacting community standards or the safety of others, may result in action that limits or modifies a student's participation in learning activities.
- Such actions will be clearly documented, with written communication provided to the student outlining how this interacts with their attendance record and engagement expectations.

10. Reporting, Compliance and Monitoring

- 10.1. The College will maintain accurate attendance records and intervene promptly where concerns are identified.
- 10.2. Annual reviews of attendance and engagement data will inform the effectiveness of this policy and identify areas for improvement.
- 10.3. Continuous monitoring of data relevant to this policy will be undertaken both systematically and on an ad hoc basis as relevant, at various levels of the College, with reporting to the Board of Governors on at least an annual basis.
- 10.4. The Head of Academic Affairs will produce an annual summary report on attendance and engagement trends for consideration and monitoring by the Academic Board. The Academic Board will include relevant information arising from its monitoring and review of student attendance and engagement data and issues in its annual assurances report to the Board of Governors.
- 10.5. Anonymised data from student attendance and engagement monitoring, disaggregated by programme and level of study where relevant, will be regularly reviewed and monitored by Academic Board, with an annual report to the Board of Governors. Significant concerns arising from ongoing monitoring, will be escalated to the Academic Board and Board of Governors outside of the annual reporting cycle.
- 10.5. Compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and Equality legislation will be embedded in all reporting and monitoring processes.

11. Training and Communication

- 11.1. Induction for students and staff will include clear communication of this policy and its requirements, alongside related policies and expectations.

- 11.2. Ongoing training will be provided for staff involved in monitoring and supporting attendance and engagement, including academic staff with a pastoral function.
- 11.3. Students will be made aware of the requirements and expectations placed upon them, and of the institutional support channels available to them, throughout their study lifecycle.
- 11.4. This policy will be published on the College's internal systems and made available to students and staff at enrolment.

12. Policy Review

- 12.1 This policy will be reviewed every two years, or sooner following material regulatory changes or significant institutional developments.
- 12.2. Reviews will involve consultation with student representatives and relevant staff to ensure the policy remains relevant, effective, and compliant.
- 12.3 Any amendments to this policy must be approved by the Board of Governors before taking effect.
- 12.4. The Head of Academic Affairs is responsible for initiating and coordinating the review process.